

Debris Monitor

Scope of Work

1. GENERAL

The purpose of this contract is to provide monitoring services of debris removal projects in the territory of the United States Virgin Islands which have been declared a disaster area by the Governor of the United States Virgin Islands.

The Monitoring company shall provide all equipment and tools necessary to monitor progress on debris removal projects. The quantity of Debris Monitors shall be determined by DPW. Work shall provide all equipment and tools necessary to monitor progress on debris removal projects. Work shall commence within twelve (12) hours of receipt of a job order. Work shall be performed in the United States Virgin Islands. Work shall be performed according to schedule established by DPW until all job orders are satisfactorily complete.

The Contractor shall monitor work environments and procedures to ensure the safety of the public and government personnel and property exposed to debris removal operations and activities.

2. EXECUTION

The Monitoring company shall coordinate all work through the Department of Public Works. Debris removal activities shall consist of cleaning and removing any and all "eligible" debris from the public grounds and public right-of-way (ROW) of streets and roads, as directed by the Contracting Officer's Representative (COR). The public right of way is defined for the purposed of this contract as the area within fifteen feet from the edge of pavement or the area up to a permanent barrier such as retaining a wall. Debris removal work will include 1) examining debris to determine whether or not debris is eligible; 2) mulching biodegradable woody debris located on the federal-aid-highways and public grounds; 4) hauling all non-hazardous debris to an approved dumpsite; and 5) dumping the debris at the dumpsite. Ineligible debris will not be loaded, hauled, or dumped under this contract.

Debris removal shall include all eligible debris found on the ROW within the area designated by the COR. The COR may specify any eligible debris within the ROW which should not be removed, or which should be removed at a later time. The Contractor shall make as many passes through the designated work area to another designated work area without prior approval from the COR. Any eligible debris, such as fallen trees, which extends onto the ROW from the private property shall be cut at the point where it enters the ROW, and that part of the debris which lies within the ROW shall be removed. The Contractor shall not enter onto private property during the performance of this contract.

The Contractor shall conduct the work so as not to interfere with the disaster response and recovery activities of federal and local governments or agencies, or of any public utilities. All work shall be accomplished in a safe manner.

3. LOAD TICKETS

“Load tickets” will be used for recording volumes of debris removal. Each ticket will contain the following information:

- A. Ticket number
- B. Contractor Name
- C. Contract Number
- D. Date
- E. Site Departure Time
- F. Site Monitor Name
- G. Dump Arrival Time
- H. Dump Arrival Name
- I. Debris Classification
- J. Debris Quantity in cubic yards
- K. Vehicle tag number

It is the responsibility of the Debris Monitor to issue “load tickets” at the debris removal site prior to departure from the loading site. The Debris Monitor will keep one copy of the ticket, and give two copies to the vehicle operator. Upon arrival at the dumpsite, the vehicle operator will give the two copies to another Debris Monitor at the dumpsite. The Debris Monitor will validate the ticket, retain one copy and give one copy to driver for the Contractor’s records.

The Debris Monitor must ensure that dump trucks depart from the debris site with a full load of separated debris covered in a manner to prevent dumping debris on the roadway.

4. DEBRIS CLASSIFICATION

Eligible Debris. Debris that is within the scope of this contract falls under three possible classifications Biodegradable, Non-Biodegradable and Metal. Debris that is classified Hazardous or Toxic is not to be transported by this contract.

Biodegradable Debris. Biodegradable debris includes all biodegradable matter except that included in the following definitions of other categories of debris. It includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs; untreated structural timber; untreated wood products; and brush.

Non-Biodegradable. Non-Biodegradable debris includes, but is not limited to, treated timber; plastic; glass; rubber products; sheet rock; cloth items; non-wood building materials; uncontaminated soil carpeting.

Metal Debris. Metal debris includes, but is not limited to, metal products (i.e. Mobile Trailer parts, Household appliances (White Metal), and similar items); and roofing materials.

Hazardous Toxic Waste (HTW). Hazardous or toxic materials or waste such as petroleum products, paint products, asbestos, electrical transformers, and known or suspected hazardous materials shall be removed by others. Coordination for hazardous debris removal is the responsibility of the Government

Other: Eligible debris that may be un-sorted or need to be handled differently

5. REPORTING

The Monitoring Company shall submit a report to the COR at the end of each day. Each report shall contain, at a minimum, the following information:

- A. Contractor's Name
- B. Contract Number
- C. Location of work assignment area
- D. Date and time dump trucks (identified by vehicle tag number) departed assignment area for the debris dumpsite
- E. Daily and cumulative loads of debris by category (biodegradable, non-biodegradable, or hazardous debris)

In addition, monitoring company should attach weekly or bi-weekly reports to the invoices summarizing their activities and documenting any challenges or concerns arising in the period covered by the invoice.

6. PAYMENT

Payment for monitoring projects will be based on hourly rate. Contractor is instructed to submit bi-weekly detailed invoices that must include, but is not limited to, the contract number; the contract amount; the amount to be paid to the Contractor; the amount previously paid the Contractor (if applicable); the balance due the Contractor; the period for which services were rendered; days worked; number of units serviced; and number and title of personnel.

7. OTHER CONTRACTS

The Government reserves the right to issue other contracts or direct other Debris Monitors to work within the area included in this contract.

Debris Monitoring Rate Schedule

Title	Rate
Project Manager	
Ops Manager	
Field Supervisors	
Data Manager	
Data Clerks	
Admin	
Debris Monitors	

Company Name: _____

Company Physical Address: _____

NOTE: Quantities listed above are for bid evaluation purposes only.

Debris Removal Monitor Report

Monitor: _____

Date: _____

Contractor: _____

Sector: _____

[illegible]

Debris Removal Monitor Report

Accident Report:

Names & telephone numbers of individuals involved:

Names & telephone numbers of witnesses:

Describe what, when, where and how the incident occurred:

[illegible]